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STATE PROCUREMENT OFFICE CORLOG: 2014-1273
**NOTICE OF REQUEST TO AMEND AN EXEMPTION
FROM HRS CHAPTER 103D CONTRACT**

TO: Chief Procurement Officer

FROM: DEPARTMENT OF PUBLIC SAFETY (PSD)/INMATE CLASSIFICATION
Name of Requesting Department

Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:

1. SPO-007, Exemption Reference (PE) Number:

2. Vendor/Contractor/Service Provider Name: Criminal Justice Institute, Inc.

3. Describe the goods, services, or construction:

Contract number 62180 was executed on December 13, 2012. A supplemental contract was executed on September 24, 2013. The development and implementation of an Offender Management Database (OMD) system that will assist case managers in the programming planning and management of offenders from the beginning of their incarceration, through their incarceration, and their release into the community.

4. Explain in detail what is being amended:

PSD requests for an extension of the time of performance to June 30, 2015, or upon completion of the tasks, whichever is sooner.

5. Amended contract price for this request: \$ No cost extension

6. Explain in detail why the amendment(s) are necessary:

Please refer to the attached.

7. Identify the primary responsible staff person(s) conducting and managing this procurement. Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	Email address
Marc S. Yamamoto	ASO-PC	587-1215	marc.s.yamamoto@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.*

Department Head Signature

6/27/14

Date

For Chief Procurement Officer Use Only

Date Notice Posted: 7/1/14

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 7/1/14 to 6/30/15 and is for the solicitation process only. Pursuant to HRS section 103D-310(c) and HAR section 3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to be compliant on the Hawaii Compliance Express) for all contracts awarded and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required

Chief Procurement Officer

7/8/14

Date

Request for No-Cost Extension Contract #62180

6. Explain in detail why the amendment(s) are necessary:

There were unforeseen delays with this project due to the following:

- (1) The extent and unexpected complexity of identifying and developing linkages to the various databases. This was further complicated by the reluctance of database managers to authorize and electronic feed of information into this new application. Therefore, the respective information will be entered manually. This will involve additional work by the Contractor.
- (2) The software developer was originally instructed by PSD to exclude the feed from CYZAP, due to case manager performance and anticipated changes in CYZAP. Now that the changes have been made, the Contractor is retooling the application to accommodate the electronic feed. The Contractor will also be in negotiation with the CYZAP web base manager.

***These unforeseen task-related issues and changes are very time consuming and extensive in the work that needs to be done. If this "no cost extension" is disapproved, PSD will be without a centralized comprehensive management tool that includes pertinent information to appropriately manage and program offenders with viable release plans, once paroled or discharged from PSD.

PSD needs the Contractor to complete the following tasks:

- (1) Complete inter faces to access data from other HI databases to auto-fill OMD application fields:
 - a. Negotiate access to data from Offendertrak and from non-Offendertrak databases (e.g. CYZAP, LSI-R, CJIS, Medical/Mental Health, ISC, Education, Sex Offender). To be completed by September 30, 2014 *This completion date is contingent upon the project starting in July 2014 and successful negotiations with CYZAP.
 - b. Set up capability for importing data from Offendertrak and from non-Offendertrak databases into the Case Management database. To be completed by November 30, 2014. *This completion date is contingent upon the completion date of Task 1 a. (see above).
- (2) Test and document the OMD program To be completed by January 31, 2015. *This completion date is contingent upon the completion date of Task 1 a. and 1 b. (see above).
- (3) Develop lesson plans for training staff on the implementation of the OMD. To be completed by February 28, 2015. *This completion date is contingent upon the completion date of Task 1 a. and 1 b. and Task 2 (see above).

Request for No-Cost Extension Contract #62180 (continued)

- (4) Train case managers in the use of the Case Management application. To be completed by March 31, 2015. *This completion date is contingent upon the completion date of Task 1 a. and 1 b., Task 2 and 3 (see above).
- (5) Implement use of the Case Management Application with support from CJI consultants and address various issues (e.g. identify operational issues in real time use of the application, parse through issues related to "live" records, review "fixes" as they are completed). Make changes until the documents are considered completely viable (troubleshooting and addressing emerging issues) throughout the implementation process. To be completed by June 30, 2015. *This completion date is contingent upon the completion date of Task 1 a. and 1 b., Task 2, 3, and 4 (see above).